

REQUEST FOR QUOTATION (This is not an order)		THIS RFQ <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE This RFQ is amend to clariv Task 1 and add Questions and Answers			PAGE OF PAGES 1 5	
1. REQUEST NO. RFQ-TX-06-00027	2. DATE ISSUED 07/24/2006	3. REQUISITION/PURCHASE REQUEST NO. PR-TX-06-00250		4. CERT. FOR NAT. DEF. UNDER BOSA REG. 2 AND/OR DMS REG. 1		RATING
5a. ISSUED BY US EPA Mail Drop: 6MD-RP PROCUREMENT AND GRANTS SECTION 1445 ROSS AVENUE, SUITE DALLAS, TX 75202 2733				6. DELIVER BY (Date) 09/12/2006		
5b. FOR INFORMATION CALL: (No collect calls) Name CHERYL E HILL TELEPHONE NUMBER (214) 665-2799				7. DELIVERY <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)		
8. TO: a. Name b. Company c. Street Address d. City e. State f. Zip Code				9. DESTINATION a. Name of Consignee US EPA Mail Drop: 6PD ATTN: PAULA FLORES b. Street Address 1445 ROSS AVE c. City DALLAS d. State TX e. Zip Code 75202		
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5A ON OR BEFORE CLOSE OF BUSINESS (Date) 08/01/2006		IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5A. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this request for Quotations must be completed by the quoter.				
12. SCHEDULE (Include applicable Federal, State and Local taxes)						
ITEM NO. (a)	SUPPLIES/SERVICES (b)		QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
1	Conference Planning Conference Planning for Hispanic Outreach "Beyond Translation" Forum as per the attached Statement of Work. This amendment is to clarify Task 1 and post Questions and Answers. Task 1 - CONFERENCE PREPARATION AND LOGISTICS to read as follows: 1.1: EPA will hold an introductory Post Award Orientation meeting within two to five days of Award.		1	JOB		
12. DISCOUNT FOR PROMPT PAYMENT		a.10 Calendar Days (%)	b.20 Calendar Days (%)	c.30 Calendar Days (%)	d. Calendar Days Number Percent	
NOTE: Additional provisions and representations <input checked="" type="checkbox"/> are <input type="checkbox"/> are not attached.						
13. NAME AND ADDRESS OF QUOTER			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15. Date Of Quotation	
a. NAME OF QUOTER						
b. STREET ADDRESS						
c. COUNTY			16. SIGNER		b. TELEPHONE	
			a. NAME (Type or Print)		Area Code	
d. CITY	e. STATE	f. ZIP CODE	c. TITLE (Type or Print)		Number	

Questions and answers for RFQ-TX-06-0027

1. Is there an incumbent for this project? **No**
 - a. If there is an incumbent, are they eligible to bid on this project? **No**
2. What is the value of this project? – **Better communications w/the Hispanic Community**
3. Has this conference been held in previous years? **This is the first year**
 - a. If so, please provide city and venue name and the number of participants.
4. Is there an existing database of Hispanic community leaders or list of organizations? **Not that I know of – would have to combine many networks from yellowpages, white pages, media, and Ineternet**
5. What format is preferable for the electronic mailing list i.e., Excel, Word, or Access? **Word**
6. Will a registration fee be assessed to offset costs? **No.**
7. Will participating Hispanic organizations be exhibiting? **Not planned.**
 - a. If so, will they be charged a fee?
8. Will the contractor be signing the venue contract? **Not planned.**
9. How many Federal and/or State participants will be participating? **Around 20.**
 - a. Are these Federal/State participants included in the “80-100” participant count? **Yes**
10. How many speakers/presenters are anticipated? **6**
11. Will any of the speakers/presenters be supported by the contract? **All**
 - a. Please clarify if the contractor will be responsible for: airfare, ground transportation, lodging, M&IE. **One fee to cover all**
 - b. If so, please provide originating city from which they will be traveling. **Do not know – depends on recommendation**
12. Will speakers/presenters be paid honoraria? **One fee to cover all.**
 - a. If so, please provide the maximum allowable amount. **Depends on expertise. Some could go as much as \$2,000.**

13. Will the contractor be responsible for designing & maintaining the conference website? **No.**
 - a. If so, will materials (papers, bios, etc.) be posted on the conference website? **No – just paper copies for program.**
14. Will the contractor be responsible for developing and disseminating letters of invitation? **Yes.**
15. Will the contractor be responsible for the publicity and marketing of this conference? **To some degree.**
16. Will any press be invited to cover this conference? **Yes – EPA will takes care of this.**
17. Please clarify what materials will be included in the “packet” for dissemination at the conference i.e., copies of presentations, agenda, participants list, speakers’ list, local area information, etc. – **100 copies of all mentioned.**
18. Are materials to be prepared in both English and Spanish? Some. **We will help w/translations.**
19. Will a translator be required in all sessions including breakouts? **Only general sessions.**
20. Is there a page limit for the proposals? **No.**
 - a. Are resumes and/or bios to be included in the proposal? **It is up to the contractor.**
21. What is the anticipated award date? **Two days from closing deadline.**

2nd Set of Questions and Answers for Request for Quote Number RFQ-TX-06-0027:

Task 1 - Conference Prep & Logistics

1. Will the conference space be billed to and paid for by the EPA or will the contractor be responsible for handling that and be reimbursed by EPA? **The contractor will be responsible.**

2. On the draft agenda there is a networking reception planned at the end of the conference. Will the contractor be responsible for coordinating that event, i.e. meeting room, food, beverage, etc.?

Not at this time

3. RE: the weekly planning conference calls, will the contractor call into a conference bridge or will EPA COR call the contractor?

Contractor calls in - a conference number will be provided.

Task 2 - Conference Support

1. Is there a fee for participants to attend the conference and will the contractor be required to handle the payment?

There is no fee for attendees.

2. Is the EPA interested in an on-line registration option for participants?

This is an option, depending on the cost.

3. Does the EPA have a standard procedure for handling on-site registration if someone needs an accommodation? What sort of contingencies do we need to plan on, or will on-site registration not be allowed?

Contractor is expected to do on-site check-in and registration. How it is done is up to the contractor.

Task 3 - Speaker/Presenter Support

1. Will the EPA have a list of potential presenters/speakers that the contractor can contact or will contractor be responsible for finding all conference presenters on their own?

EPA will have some suggestions. It will be the Contractors' responsibility to make contact and book services.

2. Will the EPA pay honorariums, travel and lodging expenses for presenters? If so, is there a cap on travel expenses and per diems that the contractor needs to be aware of?

The contractor is expected to pay the expenses and fees for about six presenters /speakers. Cost / fee depends on expertise.

3. Will the contractor be responsible for making all copies of presenter

handouts for the packets? Does contractor need to supply any novelty items for the packets such as pens, pads of paper, etc?

Contractor is expected to provide 100 packets that include handouts, presentations, bios, and information provided. EPA do not expect novelty items.

Task 4 - Recorder and Final Report

1. Will note-takers/recorders be required to take notes in Spanish as well as English?

English only – EPA can translate.

2. Does the Final report need to be made available in Spanish as well as English? Do copies of the final report go to all conference attendees or just EPA COR and other EPA staff?

Final report in English. Final report goes to myself (EPA COR) and all non-epa attendees.

3. Will note-takers/recorders be required for each breakout session or is it possible to tape record sessions for transcription at a later time? **Yes.**

4. Is there any historical data from previous conferences that would indicate the number of Spanish-only speaking participants we could expect? **There could be a handful - but it is doubtful. We just want to make sure to have the capability if it is needed. We will know that as soon as registration is complete.**

And finally, will you accept an email version of our proposal or is fax the only accepted method of submittal? **Contractor may fax a copy of their proposal to (214) 665-8505, Attention Cheryl Hill.**